



FRIDAY LETTER

JULY 12, 2013

ADMINISTRATION

City Administrator

Water Pressure

Some of our citizens in the golf course community have experienced problems with their water pressure. Although there may be a number of causes, the primary reason has to do with the way our system is separated into different zones depending on which water tank reservoir is being used to supply that zone with water. As our recent Water Master Plan illustrated, one of the primary deficiencies in our system is the small size of the tank located on Radar Hill. That tank is only 200,000 gallons, so high irrigation demands from sprinkler systems all operating in the early morning hours, causes the tank level to cycle repeatedly.

Thanks to Gary Shipley, our Public Works Supervisor, and his operations staff, with the help of Robert Miller, Public Works Director, we have been able to continue “tweaking” the system by opening and closing selected valves in the distribution lines which then converts some houses to a different water zone. A number of capital projects are identified in the new master plan, but the primary long term solution to some of our problems is construction of a new larger water tank on Radar Hill adjacent to the small tank. We anticipate that we are probably two years away from being able to have another tank in operation. Until then, we will continue to work with our customers and try to address individual pressure concerns. One solution is that we are planning to ask certain neighborhoods to stagger their sprinkler irrigation water use so that everyone is not watering at the same time. We will send out letters to selected households asking for assistance.

Dangerous Building Declarations

Our police and code enforcement repeatedly have to respond to problems created by abandoned or foreclosed residential properties. The properties serve to attract trespassers camping out in the structures, stealing items of value, or using it for illegal drug activities. Over time the structures deteriorate, yards become overgrown with weeds, creating an eyesore and safety concern for the

surrounding neighborhood. Our municipal code provides for a dangerous building declaration process to declare the property a public nuisance. We will be taking a few of these properties through the process and asking the Council to declare the properties public nuisances. This will provide the City the legal means to get the properties cleaned up and lien the property for costs.

Street Pavement Management Program

Last September the City Council approved a new Pavement Management Program setting out a process to tackle the backlog of deterioration of our streets. We are now beginning to implement some of the recommendations in that plan. At the July 9 council meeting, the City Council awarded a contract to Pacific Asphalt Surface Sealing in the amount of \$123,250 for slurry sealing. Over the next few months you will see the contractor performing crack sealing and slurry sealing of a number of our streets. The slurry seal will extend the life of the pavement by sealing microscopic cracks to prevent water from entering the substrate, freezing during the winter and causing deterioration of the pavement.

Slurry sealing is not the appropriate treatment for all streets. Some will require chip seals, and others that are so badly deteriorated will require a pavement overlay or complete rebuild of the base and pavement. Staff is using our new pavement management plan software to identify streets that will receive other treatments using the street funds that we currently have available. The Council has budgeted at total of \$350,000 for pavement management projects this season. After the slurry sealing the remaining funds will be allocated to chip sealing and pavement overlays. Those projects will be identified in the next few weeks.

Upcoming Council agenda items over the next few months:

- Debt refinancing
- Water System Master Plan capital projects planning and financing
- Adopt the new Emergency Operations Plan(EOP)
- Council Rules review and amendments
- STP Exchange funds; convert federal transportation funds for local use
- Lucas Park Civil Engineer award
- Dangerous Building declarations
- Create Traffic School remedy for municipal court
- Economic Development Commission work plan
- Quarterly update from Fire District #3

City Recorder

During the week of July 8, the focus in the City Recorder's office was on completing a report related to the training at the Northwest Clerk's Institute. Part of the report was about establishing a plan to archive public records and that project is in progress. On a separate note, we had a wonderful visit by dignitaries from our Sister City, Showa, Japan. We are also looking forward to receiving visiting students from Showa on August 7.

Upcoming Meetings: The City Council meets regularly on the second and fourth Tuesday of each month at City Hall. The agenda of each meeting includes time for citizen comment. For more information, contact Cindy Hughes, City Recorder at (541) 826-4212 ext. 106, or via email cindyhughes@cityofeaglepoint.org.

FINANCE

The new fiscal year is underway and we are looking forward to a positive year. In closing out the 2012/2013 fiscal year, staff will be closing out the revenue and expenses for the year, reconciling year-end reports, and preparing the Comprehensive Annual Financial Report (CAFR) along with other annual reports for state and federal agencies. Preparation for the final field work with the auditors will also be a big task. The auditors will return in September to finish their field testing.

Projects

We are in the process of developing a policy for traffic school for certain situations in our Court. Many courts offer traffic school for people who have a good driving record and receive a ticket for the first time. Staff is working with the Judge on this policy. The draft of the policy should be completed soon. It will be presented to Council upon completion of the draft.

Staff is currently reviewing the Eagle Point Court system as a whole. There has been coverage in the media recently regarding the Shady Cove Court and the Central Point Court. Both courts have contracted with Jackson County for court services. Both courts had valid reasons for wanting to contract with Jackson County. In Eagle Point though, our court continues to pay for itself. A more in depth financially analysis will be provided to the City Council at an upcoming meeting.

Staff and activities

There have been several events in Eagle Point the last couple of months. The Eagle Point Community Association coordinated a wonderful 4th of July celebration complete with a full day and evening of activities. The City hosted the 3rd annual Tour de Eagle Point Bike Ride. All of these activities are great because they bring people out into the community. With all of these activities going on there is an increase in traffic in City Hall. This can be seen by the increase in number of people coming into City Hall to complete forms such as the parade entry forms, fun run forms or bike ride forms. There is also an increase in the number of phone calls with people requesting information about the events. Thanks to the staff at the front counter for helping our citizens by providing this information.

The City helps support the Eagle Point Community Association by adding event information, including registration forms, to the City website and by providing information in City Hall. The City also helps in many other ways such as providing help with road closures for the parade and police presence during the events. However, the Eagle Point Community Association deserves a big thank you for all of the work that they put into these events. There are only a few people in the organization but they do some big things. Thanks!!

Watch the City website or the City newsletter for information about other community activities such as the 3rd annual Street Dance and the 2nd annual National Night Out. Both of these events

are in August and both are free to the public. This is a great way to meet new people, visit with old friends, or participate in some fun.

Kari Kurtz is our Accounting Supervisor and oversees areas such as utility billing. She has been with us for almost 2 years. She has accepted a position in California and will be leaving us. Her last day will be Friday, July 19, 2013. She has done a great job for us and we will miss her. I wish her well in her next position. You will see her position advertised. We will start the review of the applications on July 23, 2013.

Here are a few statistics for June

- **Municipal Court**
 - 40 new citations were issued and cited to appear in Eagle Point Municipal Court during the month of June.
 - 22 old citations were set to be heard in court

- **Utility Billing**
 - 3093 utility bills were mailed in June.
 - 35 residents changed addresses in June. (People moved in or out.)
 - 520 late notices were mailed in June.
 - 98 door tags were hung for addresses that were in danger of being disconnected for nonpayment.
 - 12 new water meters were shut off for nonpayment. Most of these were turned back on with payment.
 - There are currently 48 meters that are shut off for nonpayment. These meters have been locked off for more than one month.
 - 21 Lien Searches

- **Business License**
 - 407 licenses issued this fiscal year.
 - 308 are businesses that renewed their licenses in July.
 - 176 Inside city limits
 - 130 Outside city limits
 - 2 Seasonal
 - 99 are new businesses this fiscal year.
 - 30 Inside city limits
 - 65 Outside city limits
 - 2 Seasonal
 - 2 Non Profit

All business licenses expire June 30, 2013. Renewal notices were mailed to all existing businesses in June. The new business licenses will be effective July 1, 2013 – June 30, 2014.

POLICE

Weekly stats that may be of interest for July 1-7, 2013

160 calls for service
Theft – 10
Robbery – 1
Suspicious Circumstances – 13
Disturbance/Noise – 7
Detox – 3
Animal complaints – 6
Vandalism – 3
Assault – 4
Civil Complaint – 4
Police reports taken – 34

The Eagle Point Police Department created an incident action plan to organize security for the 4th of July parade and fireworks display. All officers were on-duty during the day and up to 10:30 pm, until the crowd left the stadium.

The City of Eagle Point Emergency Operations Plan is ready for adoption by the City Council and has been scheduled for the July 23 Council Meeting.

National Night Out is being planned and sponsors are being contacted. Target is the national sponsor for National Night Out and will be at the event scheduled for Tuesday, August 6th, from 6-9 pm, at Chamberlain Park.

Weed Complaints handled by Ben in the last two weeks: 24 complaints with 12 follow-ups.

PARKS AND RECREATION

The Parks and Recreation Commission held a meeting July 11, 2013 at 7:00 p.m. in City Council Chambers. Agenda and packets are available on the city website.

Parks

At Antelope Cemetery and Harnish Wayside Park several trees were pruned and dead trees removed. Public Works initiates the process to review a tree at the request from a citizen or observation by Public Works. Responsibility is the first step. Is the tree within the street right of way? Is the planter strip the homeowner's responsibility? Or is the tree within a City owned park or cemetery. A few occasions have required a property survey if the right of way is questionable. The tree is then reviewed by the Public Works Supervisor to determine if the tree is distressed. If it appears major distress is occurring, or the tree is already part of the City's hazard tree assessment, a certified arborist is then contacted to provide a professional recommendation. Any tree recommended for removal is again reviewed by the Public Works Supervisor or Public Works Director, and in most cases the City Administrator. About one quarter to one third of trees reviewed by the arborist are not removed, but pruned or determined

to be at a lower risk. The City makes great effortsto save every tree, while protecting the public from any potential risks.

Recreation

Eagle Point YMCA summer day camp was cancelled by YMCA due to low registration. Only 3 signed up for the first week and 7 for the second week. YMCA offered other summer day camp weeks at the Medford YMCA, or refunds.

PUBLIC WORKS

The weeks leading up to the 4th of July are always busy for Public Works. Crews worked hard to ensure all of the parks were mowed, and street right of ways weeded. Working in conjunction with Code Enforcement, Public Works and the front office at City Hall were very busy fielding phone calls and investigating concerns over high weeds. We are very thankful for Code Enforcement Officer, Ben Franco, and his efforts and availability to coordinate the concerns at private lots and homes.

Public Works walked the parade route, weeding and sweeping the streets before the big event. This year the City purchased barricades as part of the emergency operations. This allowed enough barricades to cover the entire parade. In past years, barricades have been rented by the Community Association. Public works swept the streets again on Friday, July 5 with temporary help to pick up the fireworks and trash at the high school stadium.

Maintenance and Operations

Water

Public Works continues monitoring of the water system during the hot summer weather. In early June a section of the water system along Arrowhead Trail to Pebble Creek was switched from the 4.0 MG reservoir zone onto the 3.6 MG reservoir zone. This increased the available water pressure and volume to Pebble Creek. Increased water usage in times of peak demand in conjunction with the lower available pressure from the 4.0 MG zone has resulted in customer concerns of low pressure. In response last week sections of Pumpkin Ridge, Bellerive, and St Andrews Way were moved from the 4.0 MG zone to the 3.6 MG zone by Public Works. In addition to increasing the water pressure to parts of Pumpkin Ridge, Bellerive, and St. Andrews, more water was then available for the neighborhood surrounding Pine Lake, Silverado, Keystone, and Prairie Landing. By reducing the number of homes using the same water mains, the goal is to increase the amount of water and subsequent pressure available.

The week of July 15 leak detection efforts will continue in the Pine Lake, Silverado, Keystone, and Prairie Landing area. If leak detection and modifying the zoning aren't providing noticeable results, Public Works will investigate staggered irrigation watering times. As the City has investigated the low water pressure with different neighbors, we understand most of the systems are maintained by a few plumbers/landscapers who might have the watering times begin at the same time/the same day. By working with the neighborhood to coordinate watering times, this may also provide noticeable improvements. The updated Water Master Plan identified needed

capital improvements that will solve the low pressure issues. The City is moving forward to complete those as quickly as possible.

As part of the Water Conservation Grant, testing of the large meters began.

Streets

Beginning the week of August 19th, Pacific Asphalt Surface Sealing will begin crack sealing streets in preparing of seal coating. The seal coating will begin in early September. Streets to be seal coated will be closed for several hours during the day of construction. The contractor will notice each home with barricades placed on the street in advance of the work.

Storm

The City continues to coordinate with the developer and Little Butte Irrigation District over the source of the leaking irrigation pipe/ditch.

Engineering/Project Updates

Creekside – The City is moving forward in cooperation with the developer to obtain permits to widen South Shasta, and replace the culvert. The new culvert will allow completion of the entrance to Creekside development, and accommodate bike lanes and a future path along South Shasta.

Loto Street Sidewalks – The Loto Street sidewalks are completed.





DEVELOPMENT SERVICES

Postings from the Planning office as of July 12, 2013

Flood Hazard Mitigation

The Federal Emergency Management Agency (FEMA) and State Department of Land Conservation & Development (DLCD) have teamed up to spearhead an investigation on ways to reduce the likelihood of flooding in the Upper Rogue. This month, FEMA and DLCD began conversations with Jackson County, Shady Cove, Butte Falls, and Eagle Point to better understand each community's needs for dealing with flood hazards. The end goal is to have a report and maps showing physical factors that contribute to flood losses in this area, and identifying ways to mitigate them. These agencies are hoping to get useful information from local communities, the Upper Rogue Watershed Association, State and Federal government data, and existing engineering & flood studies.



This is relevant to Eagle Point with Little Butte Creek running through the middle of our town. All properties immediately adjacent to the creek, and many that are a bit further away, have some flood risk. There are also seasonal water flows, particularly in the northeast part of town, that pose some degree of flood risk. It's important for this community to be fully aware of these risks and take reasonable precautions to minimize the potential for damage.

The final report is expected to include information on:

- Structures that contribute to flooding (such as dams, levees, undersized bridges and culverts).
- Areas where significant erosion occurs.

- Flood risk areas that aren't identified on the current flood hazard maps.
- Locations where significant development has occurred in flood hazard areas since the last flood study (2011).
- Land use changes that could have an effect on flood hazard areas.
- Properties that have filed repetitive losses.
- Locations of at-risk essential facilities (hospitals and other medical facilities, fire and police stations, primary communications facilities, Emergency Operations Centers (EOCs), schools, shelters, and power stations and other facilities required in an emergency).
- Emergency routes needing improvement.

FEMA and DLCDC's intention is to use this information to assist communities in identifying their flood hazard "weak spots", and then develop mitigation actions. They hope to have a final report within the next 12 – 15 months.

Planning Commission

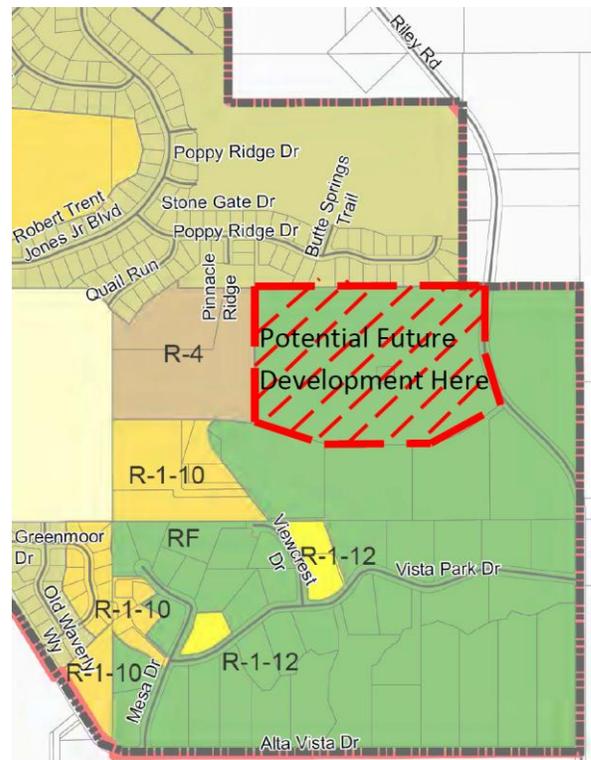
The Planning Commission will not hold a meeting in July.

Potential Future Development on Radar Hill

The City was recently asked to review and provide preliminary feedback on a conceptual plan for developing homes on Radar Hill, which is immediately south of Poppy Ridge, and accessed off Riley Road. The property owner is looking for comments from local authorities (City, Fire District, Rogue Valley Sewer, Irrigation District, etc) before deciding whether to submit a formal development application to the City.

This proposal comes on the heels of a new Water Master Plan just completed by the City, which indicates that additional water capacity is necessary to accommodate future growth.

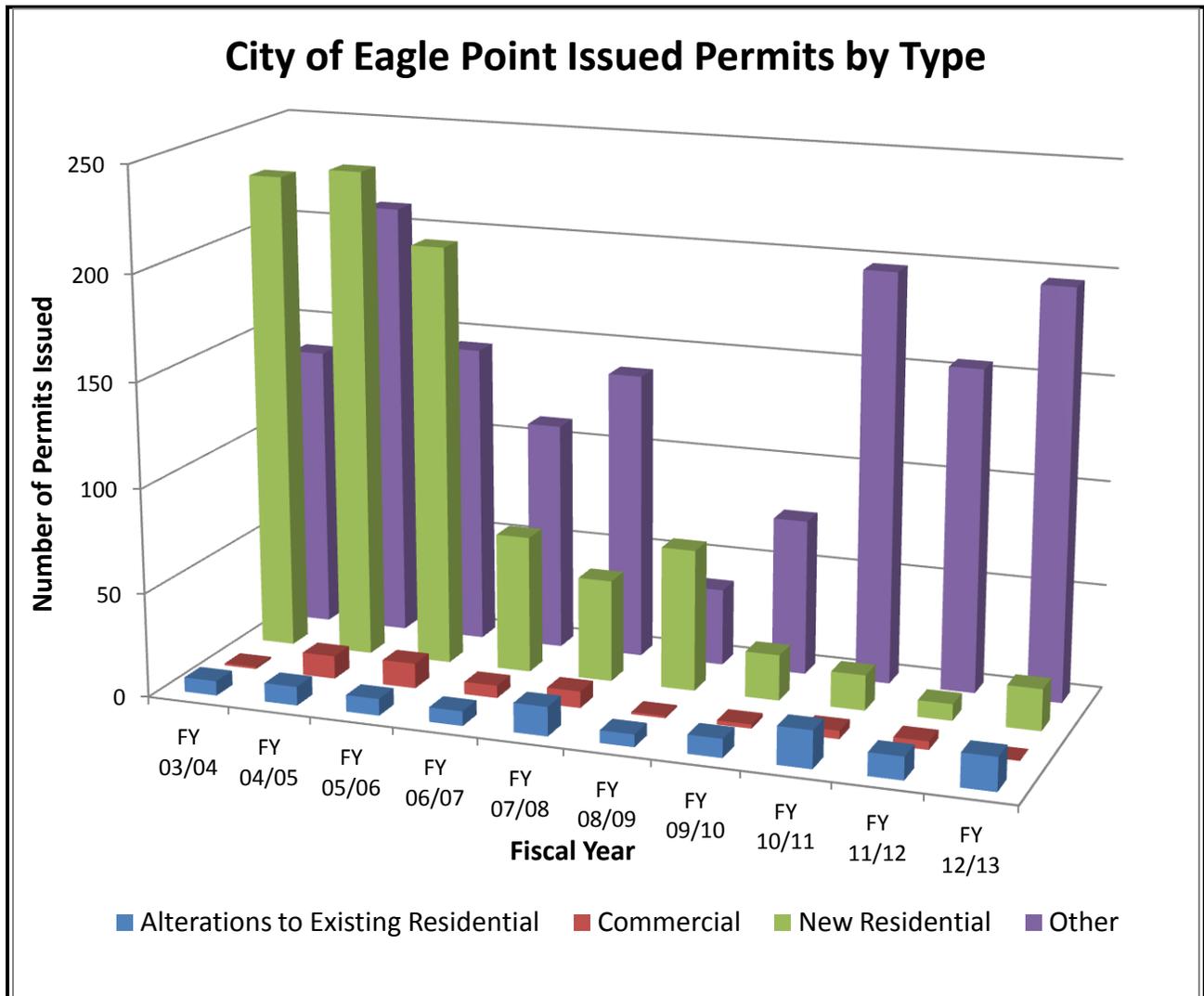
If a formal development application is submitted at some point, it would be subject to a City review process which includes community input, with recommendation by the Planning Commission and a final decision by the City Council. This process would involve significant technical review, public noticing, multiple public hearings, and normally takes at least six months to reach a final decision. Subsequent action associated with a final plat and building permits would occur over an additional period.



Building and Development

Fiscal Year:

Fiscal year 2012/2013 totals included 232 permits issued, 10 land use applications processed and total fees received \$350,359.02. Issued permits included 20 single family dwelling, 2 manufactured home, 1 school alteration/addition, 16 residential alteration/remodel, 2 commercial alteration/remodel, 73 residential mechanical, 4 commercial mechanical, 57 electrical, 34 plumbing, 10 fence, 4 sign, 3 demolition, 2 parking lot and 4 miscellaneous permits.



Weekly:

July 1-10, 2013 we received 15 new permit applications, issued 12 permits and worked on 28 additional permits. Issued permits included 2 single family dwelling, 2 mechanical, 1 fence, 3 electrical, and 3 plumbing permits. Projects currently under review or ready to be issued include

single family dwelling, school re-roof, residential mechanical, electrical, plumbing and fence permits. Zoning, property and development inquiries continue to be steady.

Monthly:

End of month reports for June 2013 were completed and sent to other jurisdictions and agencies. June 2013 totals included 29 permits issued and total fees received \$46,294.29. Issued permits included 3 single family dwelling, 1 manufactured home in Butte Crest Park, 1 school alteration/addition, 4 residential alteration/remodel, 9 residential mechanical, 1 commercial mechanical, 7 electrical, 1 plumbing permit and 2 fence permits. We also processed two land use applications.